



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Natural Resources Environmental Protection Division Program Coordination Branch North Region, 19 M. L. King Jr Dr Room 435, Atlanta, GA 30334	Application Number <b>84-50</b>	Date Received <b>JUL 19 1984</b>
Application Number		Date Completed <b>AUG 8 1984</b>	
2. Person to Contact Betty Ivey		Working Title Secretary-Typist, Senior	Telephone Number 656-6300
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. (Agency-wide Common Schedule) b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1975	Latest To Date	5. Records Series Title (followed by title used in office, if different) Air Quality Facility Inspection Case Files (Technical Reference Files)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Regional offices are responsible for monitoring all assigned facilities/sites within their region to insure compliance with environmental laws, rules and regulations. The offices inspect facilities/sites preparing technical reports, smoke reading reports for visible emissions, and related correspondence; and recommends enforcement actions as needed. They also investigate and respond to complaints from local officials and the general public within their region concerning air pollution.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the inspecting of facilities that release emissions to the atmosphere which may be a source of pollution and to insure compliance with the Georgia Air Quality Act and the Rules and Regulations Included are: for Air Quality Control.  One General County Folder for each county containing complaints, complaint correspondence and investigation reports for sites not related to specific facilities. Also included are Facility Case Folders for each facility which contain copies of "Permit to Operate", Visual Determination of Opacity readings, inspection reports and correspondence to company officials explaining inspections, violations, measures to correct violations, etc.; and related reports and correspondence. File is arranged: Alphabetically by County and Facility			
8. Monthly Reference Rate One to six months old <u>20</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>5</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>4</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Air Protection Branch</u> * See attached
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>7</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference needs are three years for ongoing inspections and monitoring activities.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 3 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 4 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>J. Steve Quigg</i>	<i>7/16/84</i>	<i>JD</i>	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>Robert Smith</i>	<i>8/7/84</i>
		Secretary of State/Designee <i>Edward Whedon</i>	<i>7/30/84</i>
		Attorney General/Designee <i>Joseph Ruffalo</i>	<i>8/1/84</i>